

**Report Date:** 12 Nov 2014

**Summary Report for Individual Task  
805C-42H-8103  
Implement Deployed Personnel Strength Reporting  
Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Jackson / USASSI foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have assumed duties as the Brigade S-1 where you are required to implement personnel strength reporting for your unit in a deployed environment. You have access to Human Resources (HR) enabling systems and the references listed in the enclosed table. Some iterations of this task should be performed in MOPP 4.

**Standard:** Implement procedures to collect, summarize, analyze, update and report personnel strength information from 100% of your subordinate units and provide to higher headquarters in accordance with theater standards. Perform 100% error reconciliation and correct strength deviations between the HR databases, Deployed Theater Accountability System (DTAS), and the manual Personnel Status Report (PERSTAT).

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Sometimes

<b>Task Statements</b>
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**Cue:** You assume duties as the Brigade S-1 in a deployed environment and are required to report the personnel strength of your units.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** All required references and technical manuals not available online will be provided by the local command.

**Notes:** None

### Performance Steps

1. Implement strength reporting procedures, formats, and timelines standing operating procedures (SOP).
  - a. Verify HR enabling system connectivity for subordinate units.
  - b. Train subordinate units in personnel strength reporting requirements.
  - c. Review Operation Orders (OPORDs) and Fragmentary Orders (FRAGORDS) daily.
2. Establish a manifesting cell at ports of embarkation/debarkation, as required.
  - a. Collect manifest data.
  - b. Update theater database.
3. Collect personnel strength information.
  - a. Compile subordinate unit PERSTATs.
  - b. Reconcile PERSTATs with DTAS and other HR databases as needed.
  - c. Submit personnel strength information to higher headquarters.
  - d. Coordinate with appropriate agencies for information on casualties, patient tracking, and stragglers and update the database as appropriate.
  - e. Update and submit Personnel Requirements Report (PRR) and Personnel Summary (PERSUM).

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier fails any performance measure, show what was done wrong and how to perform it correctly.

**Evaluation Preparation:** This task can be evaluated by use of the performance measures as listed. This method of evaluation is appropriate if the Soldier performs the task on the job. Allow the Soldier to practice until the Soldier feels qualified and prepared for the evaluation. Then have the Soldier perform the task, using the materials listed in the CONDITIONS statement above. Score the Soldier "PASS" or "FAIL" as determined by the performance.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Implemented strength reporting procedures, formats, and timelines SOP.			
2. Established a manifesting cell at ports of embarkation/debarkation, as required.			
3. Collected personnel strength information.			
a. Compiled subordinate unit PERSTATs.			
b. Reconciled PERSTATs with DTAS and other HR databases as needed.			
c. Submitted personnel strength information to higher headquarters.			
d. Coordinated with appropriate agencies for information on casualties, patient tracking, and stragglers and updated the database as appropriate.			
e. Updated and submitted PRR and PERSUM			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	No
	DTAS	DTAS Functional Guidance	Yes	Yes
	DTAS USERS MANUAL	User's Manual	Yes	Yes
	EMILPO FUNCTIONAL GUIDE	Electronic Military Personnel Office Functional Guidance	Yes	No
	EMILPO WEBSITE	Electronic Military Personnel Office Website ( <a href="https://emilpo.ahrs.army.mil">https://emilpo.ahrs.army.mil</a> )	Yes	Yes
	FM 1-0	Human Resources Support <a href="http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf">http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/fm1_0.pdf</a>	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
805C-42H-8107	Implement Human Resources Planning and Operations Using Military Decision Making Process	805C - Adjutant General (Individual)	Analysis
805C-42H-8101	Direct Personnel Readiness Management (PRM)	805C - Adjutant General (Individual)	Approved
805C-42H-8104	Interpret Unit Status Reporting Data	805C - Adjutant General (Individual)	Analysis

**Supported Collective Tasks :** None